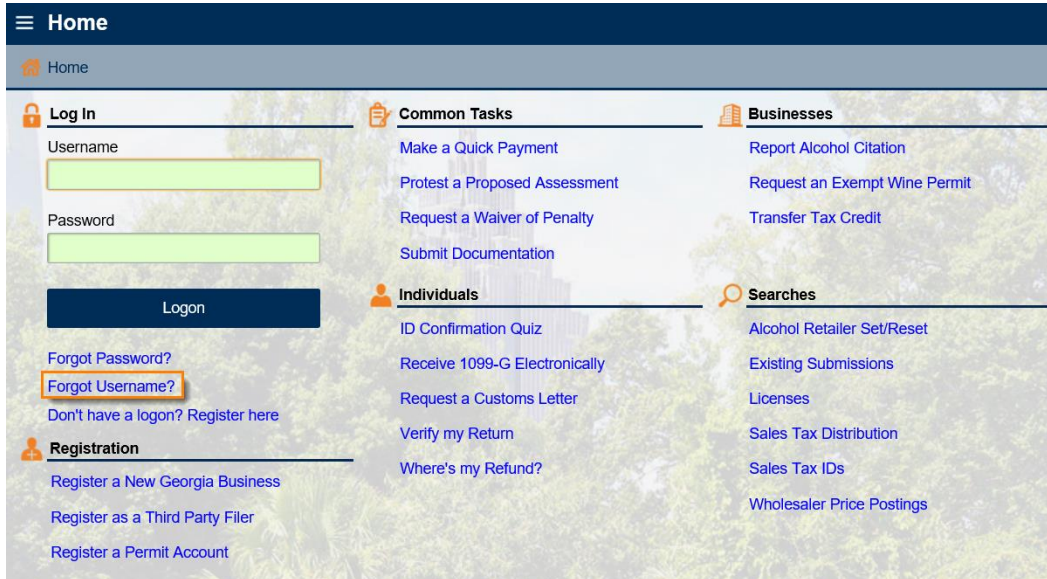


The following documentation provides information on how to retrieve your username on GTC.

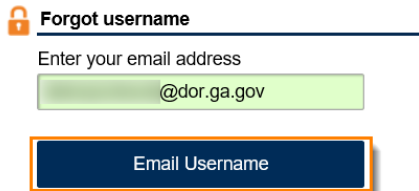
How to Retrieve your Username

1. Go to the GTC website (<https://gtc.dor.ga.gov>).
2. Click the **Forgot Username?** hyperlink.



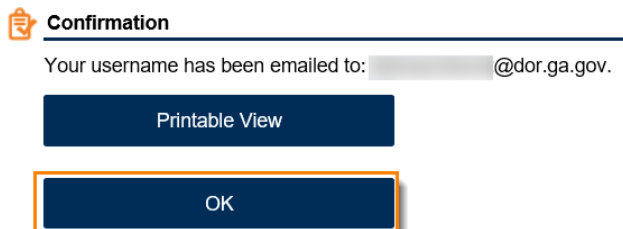
The screenshot shows the GTC Home page with a dark blue header. Below the header, there are several sections: 'Log In', 'Common Tasks', 'Businesses', 'Registration', 'Individuals', and 'Searches'. The 'Log In' section contains fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Password?', 'Forgot Username?' (highlighted with a red box), and 'Don't have a login? Register here'. The 'Registration' section has links for 'Register a New Georgia Business', 'Register as a Third Party Filer', and 'Register a Permit Account'. The 'Common Tasks' section lists 'Make a Quick Payment', 'Protest a Proposed Assessment', 'Request a Waiver of Penalty', and 'Submit Documentation'. The 'Businesses' section lists 'Report Alcohol Citation', 'Request an Exempt Wine Permit', and 'Transfer Tax Credit'. The 'Individuals' section lists 'ID Confirmation Quiz', 'Receive 1099-G Electronically', 'Request a Customs Letter', 'Verify my Return', and 'Where's my Refund?'. The 'Searches' section lists 'Alcohol Retailer Set/Reset', 'Existing Submissions', 'Licenses', 'Sales Tax Distribution', 'Sales Tax IDs', and 'Wholesaler Price Postings'.

3. Enter your email address then click the Email Username button.



The screenshot shows the 'Forgot username' form. It has a title 'Forgot username' with a lock icon. Below the title is a text input field labeled 'Enter your email address' with the placeholder text '@dor.ga.gov'. Below the input field is a blue button labeled 'Email Username' (highlighted with a red box).

4. You will receive a confirmation box. Click OK.



The screenshot shows the 'Confirmation' box. It has a title 'Confirmation' with a document icon. Below the title is a text input field labeled 'Your username has been emailed to:' with the placeholder text '@dor.ga.gov'. Below the input field is a blue button labeled 'Printable View'. Below the 'Printable View' button is a blue button labeled 'OK' (highlighted with a red box).

5. You will receive an email with your username.

